



Vacancy Announcement United States Peace Corps in Guatemala

Applications are invited from qualified persons to fill this position with the U.S. Peace Corps in Guatemala.

Position Title: TEMPORARY MEDICAL OFFICE SECRETARY
Salary Grade is based on U. S. Mission Local Compensation Plan

Application Deadline: April 8, 2016

Position Summary:

This position performs administrative duties in support of the health unit. The Medical Secretary works under the guidance of the Peace Corps Medical Officers.

He/she is responsible for providing administrative support, including but not limited to: working as the health unit receptionist, screening all phone calls, taking messages, maintaining records, coordinating requests, medical appointments, and other clerical and administrative functions in support of the general Peace Corps Office.

QUALIFICATIONS:

- Minimum of five years of proven professional office experience.
 - Proven written, verbal and interpersonal communication skills in English and Spanish.
 - Demonstrates keen sense of cultural awareness for both Guatemalan and US cultures.
 - Excellent customer service and timelines management capabilities.
 - Demonstrate proficiency in Microsoft products with experience in Excel, Word, PowerPoint, and Outlook.
 - Adaptability to operate web based programs and experienced with technology.
 - Must be very organized, accurate, efficient and able to balance priorities.
 - Must be solution oriented and resourceful in problem solving.
 - Ability to be an effective team worker.
 - **POSITION WILL BE SUBJECT TO SECURITY CHECK CLEARANCE.**
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Application Process

Letter of Interest, three references and resume (all in English) to be submitted each as a separate document in PDF format as an attachment by email to hrguatemala@peacecorps.gov.

Subject line in the email must read: PEACE CORPS Temporary Medical Secretary.

No phone calls please. ALL applications must be received via email. Interviews and testing are expected to be scheduled between April 11th through April 15th, 2016

The deadline for applications is April 8th, 2016.

For additional information regarding Peace Corps, please visit our website at <http://guatemala.peacecorps.gov>.